

~~CONFIDENTIAL~~

Chief, Administrative Services

7 June 1951

Advisor for Management

~~Tabulating Machine Personnel~~

1. The work now being performed by the Machine Records Branch, General Services Division, of the Administrative Services Office is vital and other punch-card applications which have been planned will result in savings of time and money for the Agency.

2. The presently authorized T/O of ☐ clerks and machine operators when filled will provide sufficient man-hours to process some of the additional jobs planned but will not meet the demands for service which have been requested. The Office of Policy Coordination alone has departmental tabulating machine needs which will require approximately half of the time of the present personnel. Plans for establishing machine service for other offices are approaching completion.

3. In order to meet present and future departmental needs it is recommended that the following numbers of additional personnel be hired as expeditiously as possible:

Tabulation Machine Planners	<input type="checkbox"/> GS-11-12
Key Punch Operators	<input type="checkbox"/> GS- 3- 4
Tabulation Machine Operators	<input type="checkbox"/> GS- 3- 4
Clerks (coders)	<input type="checkbox"/> GS- 4- 5

The grades indicated are tentative and will be subject to revision as T/O's are established.

4. It is recommended these positions be carried against pool positions for the present rather than change the Administrative Services T/O.

Attach: List of Projects Planned

Approved by ☐ verbally, 1 June 51.

Suggest you arrange for pool slots with Per. and not make T/O changes, as ☐ indicated.

cc: Subject File ☒ ☐

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JOB NO. BOX NO. FLD NO. DOC. NO. 22 NO CHANGE  
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NEXT REV. DATE 1/1/52 REVIEWER: [REDACTED] FILED DOC. 02  
NO. PG 22 CREATION DATE 10/1/51 ORG COMPS 20132 ORG CLASS C  
REV CLASS C REV COORD. AUTH: HR 703

25X1

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Projects which have been planned for machine application other than those for OPC and substantive intelligence requirements are:

a. Extension of Machine Processing of T/O Sheets

Present procedure includes the listing of all departmental vouchered and unvouchered positions and the numbering of all vouchered departmental positions. The listing of T/O sheets for all overseas T/O's and the numbering of unvouchered departmental and overseas positions has been requested.

b. Installation of Position Control Procedure for Budget and Personnel

This should be installed as of 1 July 1951 if possible.

c. Vouchered Payroll and Payroll Accounting

This will include leave accounting and special studies for auditing purposes.

d. Extension of Stock Record Accounting Procedures

Stock recording accounting procedures have been established for Account #4. These procedures with some modification will be extended to Stock Accounts #1, #2, #3, and #5.

e. Physical Inventory

It will be necessary to take a physical inventory of Accounts #1, #2, #3, and #5 prior to applying punched-cards. Such inventories will use punched-card method.

f. Plant and Equipment Records

This job is a by-product of Account #3 stock record accounting.

g. Budget Accounting